



APPLICATION FOR A SUBDIVISION PERMIT

WHO NEEDS TO SUBMIT THIS APPLICATION?

A LURC subdivision permit is required for any subdivision of land within the Commission's jurisdiction. "Subdivision" means a division of an existing parcel of land into 3 or more parcels or lots within any 5-year period, whether this division is accomplished by platting of the land for immediate or future sale, by sale of land or by leasing. The term "subdivision" also includes the division, placement or construction of a structure or structures on a tract or parcel of land resulting in 3 or more dwelling units within a 5-year period [Reference: 12 M.R.S.A. §682(2-A)]. For further details, refer to the Commission's Land Use Districts and Standards (Chapter 10), particularly LURC's definition of a subdivision (Section 10.02) and the criteria related to the types of lots that are included in or exempt from this definition (Section 10.25,Q).

WHAT HAPPENS TO MY APPLICATION?

Upon receiving your application, LURC will mail you a letter acknowledging its receipt and informing you who will be reviewing your application. Please refer all questions to your assigned representative, and always state his or her name in any letters, phone calls or other correspondence regarding your application.

WHERE CAN I GET HELP TO COMPLETE THIS APPLICATION?

Call the LURC regional office that serves your area and ask to speak to one of our regional representatives (see below for office locations and contact information). Also, visit our web site at www.maine.gov/doc/lurc to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

MAILING YOUR APPLICATION.

Submit your completed application and all required attachments, including the appropriate application fee, exhibits and supplements (see Question 22 on page 8 for details) to the LURC office serving your area.

<p>Augusta Office <i>Main LURC Office</i></p> <p>18 Elkins Lane - Harlow Bldg. Tel. (207) 287-2631 22 State House Station TTY (207) 287-2213 Augusta, ME 04333-0022 FAX (207) 287-7439</p>	<p>Ashland Office <i>Serving most of Aroostook County and Northern Penobscot County</i></p> <p>45 Radar Road Tel. (207) 435-7963 Ashland, ME 04732-3600 FAX (207) 435-7184</p>	
<p>Cherryfield Office <i>Serving Hancock and Washington Counties and Coastal Islands in LURC Jurisdiction</i></p> <p>7 Campbell Hill Tel. (207) 546-4405 P.O. Box 269 FAX (207) 546-2799 Cherryfield ME 04622</p>	<p>East Millinocket Office <i>Serving Southern Penobscot, Southern Aroostook and portions of Piscataquis Counties</i></p> <p>191 Main Street Tel. (207) 746-2244 East Millinocket, ME 04430 FAX (207) 512-1003</p>	
<p>Greenville Office <i>Serving Piscataquis and Somerset Counties</i></p> <p>43 Lakeview Street Tel. (207) 695-2466 P.O. Box 1107 FAX (207) 695-2380 Greenville, ME 04441</p>	<p>Rangeley Office <i>Serving Franklin and Oxford Counties</i></p> <p>2352 Main Street Tel. (207) 864-5064 P.O. Box 887 FAX (207) 512-1004 Rangeley, ME 04970</p>	



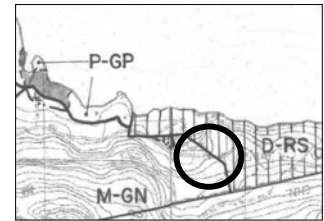
Before going through the time and expense of filing this application, it is strongly recommended that you schedule a meeting with the Commission's staff. Our staff can assist you with understanding the requirements of submitting a subdivision proposal for the Commission's review. A pre-application meeting may also reveal potential issues unique to your proposal that will need to be addressed as part of your application. Call the LURC office that serves your area to schedule an appointment.

Before You Begin ...

There are some important questions that you should explore before going through the time and expense of filing a LURC subdivision permit application:

- **Is the zoning of your project area appropriate for subdivision?**

Subdivisions are permitted only within certain subdistricts (zones) under the Commission's standards. You may obtain a copy of a LURC Land Use Guidance Map free of charge for the township, town or plantation in which your property is located by contacting the LURC office that serves your area. Locate your property on the map and identify all the subdistricts within your lot. For instance, the circled area on this LURC map includes two subdistricts: M-GN and D-RS.



Once you have identified all the subdistricts within your project area, refer to sub-chapter II of the Commission's Land Use Districts and Standards (Chapter 10) to determine whether subdivisions are permitted uses within these subdistricts. If subdivisions are not permitted uses within the subdistricts, you may need to rezone your property to an appropriate subdistrict before filing a subdivision application. If a zoning change is required for your proposal, contact the Commission's staff to find out about how to petition the Commission for a change in zoning.

- **Are soil conditions within the proposed subdivision suitable for development?**

The soil scientist you hired to complete your soil mapping can advise you whether the soils within the project area are suitable for your subdivision proposal and any associated development. Please note that several required exhibits (including the soil suitability analysis, test pit logs for individual lots, interior road and drainage design, sedimentation and erosion control, and phosphorus control) call upon information and expertise provided by your soil scientist. It can save both time and expense if you discuss these requirements with your soil scientist prior to conducting any soils mapping.

- **Is the proposed layout and design of the subdivision in keeping with LURC requirements?**

The Commission requires that subdivisions be designed to "harmoniously fit the natural environment" and "cause no undue adverse impact on existing surrounding uses". Creatively designed, well-planned projects that apply an *integrated planning approach* -- one which conserves natural resources, protects sensitive resources and preserves undeveloped open space -- have the greatest potential of providing harmonious, compatible development which achieves the Commission's objectives.

The recommended method for designing harmonious, compatible development is to begin the design process by gathering information about the natural features present within the project area as well as the uses and resources that surround the project area. *Before laying out your lot lines*, map where the important features of your land exist (e.g. steep slopes, scenic vistas and ridge lines, wetlands, streams and other water bodies, poor soils, important plant communities and wildlife habitats, historic landmarks, existing structures etc. -- see Exhibit E-1 for details). Then look beyond your property lines and identify the characteristics of your neighborhood (i.e. identify the type and scale of land uses and resources surrounding your property). Using this information as the foundation for your subdivision design, place and design your lots to avoid impacts to the sensitive natural features on your property, maximize the amount undeveloped open space, and fit the surrounding uses and resources in the community.

Refer to the Section 10.25,Q,3 within the Commission's Land Use Districts and Standards (Chapter 10) for details regarding LURC layout and design requirements for subdivisions.



SP

Tracking No.

Permit No.

Subdivision Permit Application

1. APPLICANT INFORMATION. Print the legal names and contact information of all persons or companies with right, title or interest in the property associated with this application. Persons with "right, title or interest" are those listed on any deed, lease or sales contract for the property.

Applicant Name(s)	Daytime Phone	FAX	E-mail
Mailing Address			

2. APPLICANT SIGNATURES AND AGENT AUTHORIZATION.

If you have a designated agent, print his/her legal name and contact information below. Agents are persons acting on the applicant's behalf (such as realtors, attorneys, or contractors). If you have a designated agent, provide the requested information.



All applicants must sign and date the signature box below. Agents may not sign for the applicant!

Agent Name	Daytime Phone	FAX	E-mail
Mailing Address			

All persons listed on the deed, lease or sales contract as owners or lessees of the property must read the statement and sign below.

I hereby authorize the above-listed individual to act as my legal agent in all matters relating to this permit application. I have personally examined and am familiar with the information submitted in this application, including the accompanying exhibits, and to the best of my knowledge and belief, this application is true and accurate. I understand that I am ultimately responsible for complying with all applicable regulations, conditions and limitations of any permits issued to me by LURC.

Applicant Signature(s)

Date

3. PROPERTY LOCATION. Provide the following details about your property location. Tax plan and lot numbers are listed on your property tax bill. Book and page numbers are listed on your deed. If you lease your property, check your lease to find out whether any unique lease lot numbers have been assigned to the property.

Township, Town or Plantation	County	Zoning (check LURC map)
Tax Plan and Lot Numbers (check tax bill)	Book and Page Numbers (check deed)	Lessor and Lease Lot Numbers (check lease)
Road Frontage. If your property is adjacent to any roads, streets or other rights-of-way (including any camp roads), write the name and amount of frontage (in feet) for each road below. If not, describe how you access your property.		Water Frontage. If there is a lake, pond, river, stream, brook, or other water body on or adjacent to your property, write the name and amount of frontage (in feet) for each water body below.

4. PROJECT DESCRIPTION. Provide a summary of your proposal. Include a description of your subdivision, as well as any plans to construct structures or roads; install signs or lighting; alter the shoreline (e.g. boat launch, beach, docking area); and list all other proposed land use activities.

Project Summary	
Proposed Subdivision Name	Number of Lots Proposed

5. SUBDIVISION ACREAGE. Specify the acreage proposed for subdivision lots, roads, infrastructure and other development under *Acres to be Developed*. Specify the acreage proposed to be retained by the developer under *retained acres*. Specify the acreage proposed for open space or other non-developable uses under *conserved acres*. Specify the total amount of contiguous land area that is owned or leased by the applicant within the township, town or plantation of the project area under *total contiguous acres*. Total contiguous acres should equal the sum of the Acres to be Developed, Retained Acres, and Conserved Acres.

Acres to be Developed	Retained Acres	Conserved Acres	Total Contiguous Acres
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6. LAND DIVISION HISTORY. Using your deed as a starting point, trace the ownership history and configuration changes of your property back to 20 years from today. List all changes in ownership and all divisions of lots from which your property originated. Describe the transaction, the seller's and buyer's names, the date of sale or lease, and the size of the lot resulting from the transaction.

Example:

Amy Adams sold a 10 acre lot to her neighbor, Rob Rogers, on November 22, 1956.
 Rob Rogers sold a 4-acre portion of his lot to Dan Davis on June 12, 1977.
 Rob Rogers gifted the remaining 6 acres to his daughter, Sue Smith, on January 11, 1989.
 Sue Smith sold a 2-acre part of her lot to John Jones on May 21, 1995. Sue Smith still owns the remaining 4 acres.
 Applicant purchased the 2-acre lot from John Jones on July 15, 2003.

Grantor and Grantee	Date of sale or lease	Lot size
Amy Adams → Rob Rogers	11/22/1956	10 acres
Rob Rogers → Dan Davis	06/12/1977	4 acres
Rob Rogers → Sue Smith	01/11/1989	6 acres
Sue Smith → John Jones	05/21/1995	2 acres
John Jones → Applicant	07/15/2003	2 acres

Transaction Description	Grantor and Grantee	Date of sale or lease	Lot size

7. SITE CONDITIONS. Describe in detail the present condition of your property and the project site, including the nature of any water frontage (rocky, sandy, wooded, cleared, etc.); the general slope and topography of the ground (flat, steep, percent slope, etc.); any history of vegetation clearing and timber harvesting activities; and whether portions of the site are subject to flooding or ponding, etc.

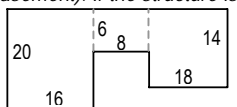
8. EXISTING USES. What is the current use of your property?

☐ Residential ☐ Residential with home occupation ☐ Commercial or industrial ☐ Public or institutional ☐ Other: _____

9. EXISTING STRUCTURES AND FEATURES. If there are any existing structures or features on your property, fill in the table below with details about each structure or feature.

Structure/Feature	Year built	Associated LURC permits	Exterior dimensions (LxWxH)	Type of foundation	Distance (in feet) of structure from nearest:				
					Road	Property line	Lake or pond	River or stream	Wetland



*Types of structures and features include buildings, walkways, signs, driveways, parking areas, shoreland alterations (e.g. rip-rap, boat launch, dock), and other constructed or installed items. Types of foundations include a full foundation, basement, frost wall, slab, posts, sono tubes, etc. Measure the **exterior dimensions** of any structure along its outer surfaces. Measure the height of the structure from the peak of the roof (excluding chimneys or antennae) to the lowest point of the structure at grade along the downhill side (such as the floor of a daylight basement). If the structure is irregularly shaped, write in its detailed dimensions. For example, a 24-foot high structure shaped like this ...  ... would have these dimensions: 16x20x24; 6x8x24; 14x18x24. Measure all **setback distances** horizontally. Road setbacks are measured as the distance from the edge of the pavement or traveled way to the nearest portion of a structure. Property line setbacks are measured as the distance from the property boundary line to the nearest portion of a structure. Setbacks from water bodies and wetlands are measured as the distance from the normal high water mark to the nearest portion of a structure.*

10. NOISE AND LIGHTING.

- a. Except for day-time construction activities, will any continuous, regular or frequent source of noise be generated by the development? If yes, describe the source and frequency of such noise and explain how you will ensure that such noise will not exceed LURC's maximum permissible sound pressure levels.



Refer to Section 10.25.F of the Commission's Land Use Districts and Standards for rules relating to noise and lighting.

- b. If your project will use any new or existing lighting, describe the fixtures that are or will be installed to illuminate the project area.

Type of Bulb	Watts	Cutoff fixture?	Motion activated?	If existing, date fixture was installed

11. WETLAND ALTERATIONS AND FLOOD ZONING.

- a. Will your proposal alter any amount of land that is a mapped P-WL subdistrict or any ground below the normal high water mark of a lake, pond, river, stream, or intertidal area?
- b. Will your proposal alter an acre or more of any land area, either upland or wetland?

☐ Yes ☐ No

☐ Yes ☐ No



Alteration means removing or displacing soil, sand, vegetation or other materials; dredging; bulldozing; draining or dewatering; filling; or any other construction, repair or alteration of any permanent structure. **P-WL subdistricts** include lakes, ponds, rivers, streams, bogs, marshes, intertidal areas and other types of wetlands identified on LURC's Land Use Guidance Maps. Mapped wetlands usually show on the maps as P-WL1, P-WL2 or P-WL3 subdistricts. However, small streams are also considered P-WL subdistricts, even if they are not shown on LURC's maps. The legend on the maps will help you interpret the symbols. Refer to Section 10.25, P of the Commission's Land Use Districts and Standards for rules relating to wetland alteration. If you answered "yes" to either Question 11a or 11b, you must submit **SUPPLEMENT S-3** with your application (see instructions on page iv).

- c. Is any portion of your project site within a mapped FEMA floodplain?

☐ Yes ☐ No



If you are unsure whether your property is in a mapped Federal Emergency Management Agency (FEMA) floodplain, contact the LURC office that serves your area. If you answered "yes" to Question 11c, you must submit **EXHIBIT N** with your application (see instructions on page iv).

12. EROSION AND SEDIMENTATION CONTROL.

Respond to the following questions if you will be creating or expanding areas of soil disturbance.



Refer to Section 10.25, M of the Commission's Land Use Districts and Standards for rules relating to erosion and sedimentation control.

- a. Provide the total area of soil disturbance within the project site.
- b. Identify the distance between each disconnected disturbed area and the nearest road, property line, lake or pond, river or stream, and wetland:

sq. ft.

Name/ID of disturbed area	Setback distance (in feet) from:				
	Road	Property line	Lake or pond	River or stream	Wetland

- c. If soil disturbance will occur within 250 feet of a water body or wetland, what is the average slope of the land between the disturbed soil and the normal high water mark or upland edge?
- d. Will soil disturbance occur when the ground is frozen or saturated?
- e. Will soil disturbance occur (1) in water bodies, wetlands, natural drainage systems, or water crossings; (2) on slopes exceeding 15%; or (3) in other environmentally sensitive areas?
- If yes, how will you stabilize disturbed areas and minimize the amount/duration of soil exposure?

%

☐ Yes ☐ No

☐ Yes ☐ No

12. EROSION AND SEDIMENTATION CONTROL (continued).

f. Will existing catch basins and culverts on or near the property be protected from sediment by the use of hay bale check dams, silt fences or other effective measures?

☐ Yes ☐ No

g. Will topsoil be stripped from the property?

☐ Yes ☐ No

If yes, will the topsoil be stockpiled at least 100 feet from water and wetlands?

☐ Yes ☐ No

h. Will all disturbed areas and stockpiled soils be effectively stabilized at the end of each workday?

☐ Yes ☐ No

i. Will any fill used be free of hazardous or toxic materials, debris, trash and rubbish?

☐ Yes ☐ No

j. What will you do (during site preparation, construction, cleanup, and post-construction) to stabilize disturbed soil and prevent sediment from entering water, wetlands, natural drainage systems, catch basins, culverts or adjacent properties?

k. How will you ensure the continued maintenance of all proposed erosion and sedimentation control measures?

l. Provide a general timeline of construction activities on your property, including clearing, grading, construction and landscaping.

13. IMPACTS ON PUBLIC AND COMMUNITY SERVICES.

a. How will sewage be disposed of on subdivision lots?

- ☐ Individual sewage disposal systems by lot owners.
- ☐ Central sewage disposal system by applicant. Explain what provisions will be made for system maintenance and repair.
- ☐ Other (explain) _____

b. How will drinking water be supplied to subdivision lots?

- ☐ Individual wells by lot owners.
- ☐ Central water supply by applicant.
- ☐ Other (explain) _____

c. If you are proposing a central well, how will it be sited and constructed to prevent infiltration of surface water and contaminants?

d. Will your project include any potential sources of water contamination (e.g. junkyards, auto repair shops, fuel storage sites, etc.)? If yes, explain in detail the source of contamination and how you will ensure that the source will not contaminate the project site or other properties. Is the project site at least 300 feet from the nearest private or public water supply?

e. Who will provide fire protection for the subdivision? Provide the name and distance to the nearest fire station.

f. What state-approved solid waste landfill or transfer station will you use for the regular collection and disposal of site-generated solid wastes? Provide the name and location of the landfill or transfer station. How will you dispose of construction debris, stumps, brush, wood wastes, asphalt and pavement products?

g. Provide the following details about telephone and electric service for your project:

- How far is the project site from the nearest existing utility line?

	feet
<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Will the subdivision lots be provided with electric power?

If yes, how will power be generated?

- How far is the project site from the nearest existing telephone line?

	feet
<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Will the subdivision lots be provided with telephone service?

- Describe any proposed restrictions on telephone or electric service (e.g. underground cables, generator use only, etc.)

! Submit answers to Questions 14 through 21 on separate 8½ x 11 inch sheets of paper.

14. TECHNICAL AND FINANCIAL CAPACITY.

- Will you hire any consultants, contractors or staff to design the proposed subdivision and construct any associated facilities or infrastructure? If yes, summarize the experience and training of your staff. Otherwise, describe your own experience and training in design and construction.
- Provide the total estimated cost of the proposed subdivision and itemize the costs within the following categories:
(1) Total cost, (2) Legal, (3) Surveying, (4) Roads & structures, (5) Sewer & water, (6) Erosion & drainage, (7) Soils & wetlands, and (8) Other.
- How will this project be financed (e.g. by applicant, bank, government loan, etc.)?



Refer to Section 10.25,C of the Commission's Land Use Districts and Standards for rules relating to technical and financial capacity.

15. SUBDIVISION LAYOUT AND DESIGN.

- Describe how your subdivision will fit harmoniously into the natural environment and existing surrounding uses. In particular, does your design fit the existing character and uses of the surrounding area? Is the placement of lots, driveways and roadways compatible with your property's natural features (e.g. topography, wetlands, soils, etc.)? Are proposed lot sizes in keeping with the goals outlined in the Commission's Comprehensive Land Use Plan?
- Have the lots within your subdivision been placed in a way that creates a new community center or expands upon (infills) an existing neighborhood? If yes, explain how the subdivision accommodates a community center or infills an existing neighborhood. If no, explain in detail why such a design is not practicable and describe your proposed alternate lot placement.
- Which lots within your subdivision will utilize shared driveways? For those lots that do not utilize shared driveways, explain why shared driveways are not practicable.
- For subdivisions with proposed mixed residential, commercial or civic uses, explain how the proposed commercial uses fit the size, scale and intensity of the surrounding residential uses.
- For projects that may qualify for the Commission's level 2 subdivision review (refer to Section 10.25,Q,2 of the Commission's Land Use Districts and Standards for details), respond to the following questions.
 - Is the subdivision located within 1,000 feet of a public roadway?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 - Is the subdivision located within one road-mile of existing compatible development?
If yes, describe in detail the type, use, occupancy, scale and intensity of the developed area.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- If you propose to create a clustered subdivision or a subdivision that includes open space, respond to the following questions.
 - How much aggregate land area (i.e. area to be developed, including lots, roads and other infrastructure but excluding open space) is proposed within the subdivision?

sq. ft.

 - How much land area is proposed to be preserved as open space?

sq. ft.

 - How much of the open space land area is suitable for development (i.e. acreage excluding wetlands, slopes exceeding 15%, poor soils and other unbuildable land)

sq. ft.

 - What mechanisms will be used to permanently protect and maintain the land area proposed for open space?



Refer to Sections 10.25,Q; 10.25,R; and 10.25,S of the Commission's Land Use Districts and Standards for rules relating to subdivisions, cluster development and open space.

16. VEHICULAR CIRCULATION, ACCESS AND PARKING.

- How will you provide safe and uncongested vehicular access to and circulation within your project area? In responding to this question, consider (1) whether the number and width of road access points is minimized to that necessary for safe entering and exiting; (2) whether access will be designed so that vehicles can exit the site without backing onto roadways; (3) whether shared driveways will be implemented (if not, describe why shared access is not feasible); (4) at what angle the access way will intersect the roadway; (5) what curb radius the access way will have; and (6) how sight triangles will be designed and maintained on each side of the intersection between the access way and roadway.
- If you are proposing to use any existing or new parking areas, explain how such parking will meet the needs of the project and how such parking areas will be designed. How will parking areas be visually buffered from the roadway?
- If exterior roads are available to access the subdivision, provide the following about each existing access road.



Refer to Sections 10.25,D; 10.27,D; and 10.27,H of the Commission's Land Use Districts and Standards for rules relating to traffic management and roadway construction.

If your project generates considerable traffic or involves access onto certain public roads, you may also need Maine Department of Transportation permit authorization. For details, contact the Maine DOT at (207) 624-3600.

Road name	Public or private?	Owner name	Length and travel width of road	Right-of-way width	Type of wearing surface
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- Provide the following information about each road you propose to build or upgrade.

Road name	Building or upgrading?	Length and travel width of road	Right-of-way width	Average sustained grade	Maximum sustained grade	Number of culverts and crossings	Type and depth of wearing surface	Type and depth of base
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16 (continued). VEHICULAR CIRCULATION, ACCESS AND PARKING.

- e. What site-specific best management practices will be used to ensure that existing and proposed roadways do not create erosion or safety problems?
- f. How will roadways be designed to protect scenic vistas and minimize the use of ditching, cuts and fills?
- g. What provisions will be made for the continued maintenance of any proposed roadways, water crossings and drainage control structures? If any roadway will be dedicated to a town, plantation, county or other government, will its design comply with that government's roadway construction standards?
- h. If any proposed roadways will be co-utilized for forest management purposes, explain how and where turnouts will be installed to accommodate wood haulers and other large vehicles.

17. SCENIC CHARACTER, NATURAL AND HISTORIC FEATURES.

- a. How will your development be located, designed and landscaped to minimize visual impacts on the scenic character of the surrounding area? Will structures and other features be visible from existing roadways or shorelines? If on a ridge, how will the natural character of the ridgeline be preserved?
- b. If any portion of your project site includes critically imperiled (S1) or imperiled (S2) natural communities or plant species, describe the designation. Explain how you will ensure that there will be no undue adverse impact on the community/species and how you will preserve the values that qualify your site for such designation.
- c. If any portion of your project site includes archeologically sensitive areas, structures listed in the National Register of Historic Places or significant archaeological sites or structures, describe the designation. Explain how you ensure that there will be no undue adverse impact on such features and how will you preserve the values that qualify your project site for such designation.



Refer to Section 10.25,E of the Commission's Land Use Districts and Standards for rules relating to scenic character, natural and historic features.

For information about S1 and S2 natural communities and plant species, contact the Maine Natural Areas Program at (207) 287-8044 or visit the Program's web site at www.mainenaturalareas.org. For information about archaeological and historic features, contact the Maine Historic Preservation Commission at (207) 287-2132

18. WATER AND AIR QUALITY.

- a. If your property or project area is near any water bodies, what measures will you use to ensure that point and nonpoint sources of water pollutants (including sediment) caused by your proposal do not impair the surface water quality?
- b. How will you ensure that your project will not pose an unreasonable risk of polluting a groundwater aquifer?
- c. Will your project generate any air emissions other than ordinary fireplace smoke or heating furnace exhaust? If yes, describe the type and amount of emissions.



Refer to Sections 10.25,K and 10.25,O of the Commission's Land Use Districts and Standards for rules relating to water and air quality.

19. SUBDIVISIONS IN PROSPECTIVELY ZONED AREAS. Answer the following questions if your proposed subdivision is located in any of these subdistricts within a prospectively zoned area: D-GN, D-GN2, D-GN3, D-RS, D-RS2, D-ES or D-CI subdistrict.

- a. How will development within your proposed subdivision will be visually screened from adjacent uses?
- b. Will development within your proposed subdivision be substantially similar in building height, bulk, and roof lines to neighboring development? Describe the features that will make the development similar.
- c. What will you do to facilitate pedestrian access between adjacent sites and nearby residential neighborhoods?

20. SHORELAND DEVELOPMENT. If your proposed subdivision is adjacent to any lakes or ponds, explain how your proposal fulfills each of the following statements:

- a. The proposal will not adversely affect any significant or outstanding natural and cultural resource values, as identified in the Commission's Wildland Lakes Assessment (list the significant our outstanding values for the affected lake or pond).
- b. The proposal will not have an undue adverse impact on water quality, alone or in conjunction with other development.
- c. The proposal will not have an undue adverse impact on traditional uses, including non-intensive public recreation, sporting camp operations, timber harvesting, and agriculture.
- d. The proposal will not substantially alter the diversity of lake-related uses available in the area.
- e. Adequate provision has been made to maintain the natural character of shoreland.
- f. The proposal is consistent with the management intent of the affected lakes classification
- g. Where future development on a lake may be limited for water quality or other reasons, proposed development on each land ownership does not exceed its proportionate share of total allowable development.



Refer to Section 10.25,A of the Commission's Land Use Districts and Standards and the "Review Criteria for Shoreland Permits" in the Commission's Comprehensive Land Use Plan (Appendix C, p. 4-5) for information relating to shoreland development.

21. ADDITIONAL INFORMATION. State any facts that further explain your proposal or may help in the review of your application.

22. REQUIRED FEES, EXHIBITS AND SUPPLEMENTS. Submit all necessary fees, exhibits and supplemental information with this application, as described in the instructions beginning on the next page.

REQUIRED FEES, EXHIBITS AND SUPPLEMENTS

GENERAL INSTRUCTIONS. Because your subdivision permit application cannot be considered complete until all necessary exhibits have been submitted, read the explanation and description of what is required for each exhibit carefully. In general:

- Exhibits must be clearly identified with the applicant's name and exhibit letter.
- All plans must be drawn to the same scale, generally 1 inch = 100 feet, and must include an identification box which provides the following information: →
- Plans must not exceed 24 x 36 inches in size.
- Submit 10 copies of any exhibits that exceed 8½ x 11 inches, contain spiral or tape binding, or are otherwise difficult to photocopy.
- If available, also submit the application and exhibits in electronic format on a CD. Contact LURC for format specifications.

Subdivision Name and Applicant Name
Name of Township, Town or Plantation; and County Name
Scale 1 inch = 100 feet (include scale bar)
Prepared by: _____ Date prepared: _____

All subdivisions must include an Application Fee and Exhibits A, B, C, D, E, F, G, H, O, P, and Q (marked with a star ★ below). Depending on the nature of your proposal, you may also need to submit some or all other listed exhibits.



If you are unsure about what to submit with your application, contact the LURC office that serves your area.

- | | |
|---|--|
| <input type="checkbox"/> Exhibit A: Notice of Filing ★ | <input type="checkbox"/> Exhibit M: Phosphorus Control |
| <input type="checkbox"/> Exhibit B: Location Map ★ | <input type="checkbox"/> Exhibit N: Flood Boundaries and Elevation Certificate |
| <input type="checkbox"/> Exhibit C: Site Photographs ★ | <input type="checkbox"/> Exhibit O: Financial Capacity ★ |
| <input type="checkbox"/> Exhibit D: Tabulated Lot Specifications ★ | <input type="checkbox"/> Exhibit P: Liquidation Harvesting Certification ★ |
| <input type="checkbox"/> Exhibit E: Site Plans ★ | <input type="checkbox"/> Exhibit Q: Deed, Lease or Sales Contract ★ |
| <input type="checkbox"/> Exhibit F: Soil Suitability and Mapping ★ | <input type="checkbox"/> Exhibit R: Corporate Good Standing |
| <input type="checkbox"/> Exhibit G: Water Supply ★ | <input type="checkbox"/> Exhibit S: Subdivision Lot Deed or Lease Covenants |
| <input type="checkbox"/> Exhibit H: Solid Waste Disposal Authorization ★ | <input type="checkbox"/> Exhibit T: Lot Owners Association Bylaws |
| <input type="checkbox"/> Exhibit I: Sewage Disposal | <input type="checkbox"/> Exhibit U: Traffic Impact Study |
| <input type="checkbox"/> Exhibit J: Roadway and Drainage Design and Maintenance | <input type="checkbox"/> Exhibit V: Parking Landscaping Plan |
| <input type="checkbox"/> Exhibit K: Roadway Access Easements | <input type="checkbox"/> Exhibit W: Archaeological Survey |
| <input type="checkbox"/> Exhibit L: Erosion and Sedimentation Control Plan | <input type="checkbox"/> Supplement S-3: Requirements for Wetland Alterations |

APPLICATION FEE (nonrefundable). Submit a check or money order payable to "Treasurer, State of Maine" for \$300.00 per subdivision lot proposed (common lots and areas to remain undeveloped are not considered lots for purposes of calculating an application fee).

EXHIBIT A: NOTICE OF FILING. Within the same week that this application is filed with LURC, you must provide written notice about your proposal to the following persons: (1) owners of all abutting property; (2) plantation assessors or town selectmen; and (3) county commissioners. The written notice must contain the following information, exactly as stated below:



Names and addresses of abutting property owners are available from town and plantation public officials or, in unorganized townships, from the Bureau of Taxation at 207-287-4785.

NOTICE OF FILING OF SUBDIVISION APPLICATION WITH THE MAINE LAND USE REGULATION COMMISSION

The applicant must send this notice to owners of all abutting property, plantation assessors or town selectmen, and county commissioners at the time of filing of the application with the Maine Land Use Regulation Commission.

This is to notify you that (name and address of applicant) has filed an application for a Subdivision Permit with the Maine Land Use Regulation Commission, pursuant to provisions of 12 M.R.S.A. §685-B, to (describe in detail your proposal and how much land is involved) located in (name of town, township or plantation, and county). The application will be filed for public inspection at the Maine Land Use Regulation Commission office in (specify the LURC office where you will mail your application) on (specify the date that this application will be filed with LURC).

Written comments from interested persons should be sent to the Maine Land Use Regulation Commission, 22 State House Station, Augusta, ME 04333-0022, within 2 weeks of filing of the application to receive consideration. Requests for a public hearing must be submitted in writing to the Commission within 2 weeks of filing of the application. For information on how to request a public hearing, contact the Commission at (207) 287-2631.

Submit to LURC a copy of the written notice that was sent to the above listed persons. Also submit to LURC a complete listing of all persons to whom notice was provided (including names and mailing addresses) and the date such notice was provided.



LURC may require that the applicant publish a completed copy of the notice in the legal ad section of a newspaper circulated in the project area. You are not required to publish the notice unless LURC staff notifies you to do so.

EXHIBIT B: LOCATION MAP. Submit a LURC Land Use Guidance Map or another equivalent map (such as a USGS topographic or tax map) on which you have clearly marked the boundaries of your property and the boundaries of the land you propose to subdivide.

EXHIBIT C: SITE PHOTOGRAPHS. Attach a series of photographs taken within the past two years that show your property as it currently exist. Mount the photos on 8½ x 11 inch paper and include an explanatory caption and date for each photo.

EXHIBIT D: TABULATED LOT SPECIFICATIONS. Submit a tabulated listing of individual lot specifications in the format indicated below. Include specifications for each individual lot, including designated common areas or any other areas that will remain undeveloped.

Lot no.	Lot size (sq. ft.)	Shore frontage	Road frontage	Lot width	Lot depth	To remain undeveloped (Y/N)	Shared driveway (Y/N)	NRCS soils development potential rating	Detailed description of lot characteristics (wooded, open field, stream, steep slopes, etc.)

EXHIBIT E: SITE PLANS. Submit two site plans of your project area, one showing the project site as it presently exists and one working plan showing the proposed subdivision. Include the following features for each plan:

E-1: EXISTING SITE PLAN

- ☐ Property boundary lines and dimensions (including any road and water frontage).
- ☐ Existing structures (including roads, buildings, wells, walkways, driveways, parking areas, signs, utility facilities, etc.) and the distances of each structure from the nearest property line, road, lake, pond, river, stream and wetland.
- ☐ Existing natural features (including wooded areas, open fields, rivers, perennial and intermittent streams, lakes, ponds, wetlands, floodplains, steep slopes, historic landmarks, etc).
- ☐ The boundaries of any sold or leased lots that were divisions of the lot from which your property originated (see Question 6 on page 2 for further details), including the parcel size, the owner or lessee name, and the date the lot was sold or leased.
- ☐ Areas that have been cleared of vegetation, stripped, graded, grubbed, filled, or otherwise have resulted in soil exposure.

E-2: PROPOSED SUBDIVISION PLAN

- ☐ All property boundary lines, existing structures and existing natural features, as shown on the Existing Site Plan.
- ☐ All proposed subdivision lot boundary lines (including designated common areas and any other areas that are to remain undeveloped), lot numbers, building envelopes, and test pit locations.
- ☐ All proposed structures (including roadways, bridges, culverts and other water crossings, boat launch facilities, storage buildings, etc).
- ☐ All other changes proposed to the subdivision site or the existing structures and features identified on the Existing Site Plan (including areas to be cleared of vegetation, stripped, graded, grubbed, filled or otherwise will result in soil exposure).

EXHIBIT F: SOIL SUITABILITY AND MAPPING. Submit a completed on-site soil survey (including a soil map, soil narrative report and a soil profile log description), conducted by a Maine licensed soil scientist according to the "Guidelines for Maine Certified Soil Scientists for Soil Identification and Mapping" (Maine Association of Professional Soil Scientists, 2004). Use a Class A high intensity soil survey to identify soils within all subdivision lot building envelopes, driveway locations and other disturbed areas on your project site. Disturbed areas include areas that are stripped, graded, grubbed or otherwise result in soil exposure at any time during the site preparation for, or construction of, a project. Use a Class B soil survey to identify soils elsewhere within the project area.

With the results of your soil survey, identify the development potential rating for each soil type within your project area using the Natural Resources Conservation Service's soils potential ratings for low density development. If any soils within your project area have a low or very low development potential rating, explain what measures will be used to overcome the limitations that resulted in such a rating.


 *In certain cases (for example, if you qualify for Level 2 subdivision review), LURC may reduce the soil survey class requirements, or waive certain provisions of a Class A or B high intensity soil survey (for instance, the contour mapping requirement). Before you conduct your soil survey, contact the LURC office that serves your area for guidance on how to proceed.*

EXHIBIT G: WATER SUPPLY. To confirm that sufficient and healthful drinking water exists for your subdivision, submit:

- ☐ A letter from a geologist, hydrogeologist or well driller knowledgeable with the area, describing the subdivision area and stating that a sufficient and healthful water supply is likely to be available; or
- ☐ A test well dug or drilled on site and a report prepared which indicates the volume and potability of water obtained from the well.

If you plan to install a central water supply, also submit detailed plans for the water supply system in conformance Maine Drinking Water Regulations. Such plans must be designed by a Maine Registered Professional Engineer, and must show all water supply locations, wells, support facilities and structures, and pipelines. You must also describe proposed methods for continued maintenance of the system. For details about Maine's drinking water regulations, call the Division of Health Engineering Drinking Water Program at (207) 287-2070.

EXHIBIT H: SOLID WASTE DISPOSAL AUTHORIZATION. To confirm that the solid waste facility you propose for use by your development is available and can accommodate the additional wastes anticipated to be generated by your subdivision, submit a letter of authorization from the owner of the solid waste facility which states both availability and acceptability of the facility to accept wastes from your subdivision. Also submit a description of provisions for collection and/or transfer of wastes from individual subdivision lots to the facility (for instance, provisions for weekly collection from each lot by a contracted firm or individual, a central on-site collection area with provisions for weekly transport, responsibility of individual lot owners, etc.) If you have a contract with an individual or firm for the collection and/or transfer of solid wastes from the project area to the approved solid waste facility, provide a copy of such contract.

EXHIBIT I: SEWAGE DISPOSAL. If you are proposing to install a private central or clustered waste water disposal system, or if you are proposing that waste water be collected and treated off-site, submit one of the following:

- ☐ If a private central or clustered waste water disposal system is proposed, submit detailed specifications for the system, designed by a Maine Registered Professional Engineer. The design must show locations of the collection and/or treatment systems, and all support facilities, structures and pipelines in relation to proposed subdivision lots and roads. Also submit specific provisions for emergency handling of wastes from the system in the event of a malfunction or breakdown and provide evidence ensuring proper continued operation and maintenance of the system (If such responsibilities are to be assumed by a lot owners association, the bylaws required as part of Exhibit T must include specific provisions for the continued operation and maintenance of the system).
- ☐ If waste water is to be collected and treated off-site by a sewage treatment facility, submit evidence that there is adequate capacity in the facility to ensure satisfactory treatment, that the facility is fully licensed by the Maine Department of Environmental Protection, and that the facility agrees to accept these wastes.

EXHIBIT J: ROADWAY AND DRAINAGE DESIGN AND MAINTENANCE. If you are proposing to construct or upgrade any roadways or install any drainage control structures (including bridges, culverts, water crossings, turnouts, sediment basins, drainage ditches, water bars, waterways, etc.), submit a site plan which shows (1) all subdivision lot lines and identifies the road frontage of each lot; (2) soil types as identified on the soils mapping required for Exhibit F; (3) locations of all proposed roadways (identify each roadway by name and include its width, right of way and travel surface) and turnarounds; and (4) locations of all proposed drainage, erosion and sedimentation control measures. Also submit plans, each to scale, illustrating the following:

- A typical road overhead view showing widths of the travel way, shoulders, and rights of way, and the road center line.
- A typical road cross-section showing the travel surface, location and materials of original ground surface, depth and type of fill to be used, slopes, drainage ditches and other water control devices, and boundaries of the travel surface, shoulders and rights of way.
- A typical road profile showing elevations of the roadway and the original ground surface, and the percent slope of the final roadway from the center line of the entire length of the roadway.
- Detailed plans of all proposed temporary or permanent drainage control structures, including calculations and factors used in determining the sizing of such structures.

If you will dedicate any roadways to a town or plantation, you must also submit a maintenance plan that specifies the proposed roadway construction and design standards that will be used.

EXHIBIT K: ROADWAY ACCESS EASEMENTS. If access to the proposed subdivision lots must be obtained by use of private roads owned by someone other than the applicant, submit a copy of all easements which demonstrate and provide for perpetual continued access to the subdivision and to each lot within the subdivision. Such easements should indicate any specific conditions or limitation of access (including restrictions to identified seasonal access, requirements for maintenance, maintenance fees, etc.)

EXHIBIT L: EROSION AND SEDIMENTATION CONTROL PLAN. If the total area of soil disturbance on your property will be one acre (43,560 square feet) or more, or if soil disturbance will occur when the ground is frozen or saturated, you must submit an erosion and sedimentation control plan that includes the following information:

- A map (drawn to scale) identifying vegetation type and location, slopes, and other natural features such as streams, gullies, berms and drainage ditches on your property.
- A timeline identifying the sequence of construction events on your property, including stripping and clearing; rough grading; construction of utilities, infrastructure, roadways and buildings; and final grading and landscaping. Also identify the expected date on which clearing will begin, the estimated duration of exposure of cleared and disturbed areas, the location of cleared and disturbed areas, the sequence of installation of temporary control measures, and the planned date of establishment of permanent vegetation.
- A detailed description of all temporary and permanent erosion and sedimentation control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilize application, and kind and quality of mulching for both temporary and permanent vegetative control measures.
- A summary of provisions that will be used for continued maintenance and inspection of erosion and sedimentation control devices or measures, including estimates of the cost of maintenance, plans for meeting maintenance expenses and inspection schedules.

EXHIBIT M: PHOSPHORUS CONTROL. If your subdivision creates a disturbed area of one acre or more within the direct watershed of a lake or pond, you must submit a phosphorus impact analysis and control plan using the methods and procedures set forth in the booklet "Phosphorus Control in Lake Watersheds: A Technical Guide to Evaluating New Development" (MDEP, 1992). The booklet is available from the Department of Environmental Protection at (207) 287-3901. This exhibit must include plans for long term maintenance of any proposed phosphorus control measures, including vegetative buffers, infiltration systems and wet ponds.

EXHIBIT N: FLOOD BOUNDARIES AND ELEVATION CERTIFICATE. If you are proposing any development (such as structures, roads, water crossings, trails, etc.) within a mapped Federal Emergency Management Agency (FEMA) floodplain, you must delineate all flood boundaries and (in a riverine floodplain) include floodway data on the required site plans (Exhibit E). You must also submit an Elevation Certificate as part of your application. The certificate must be completed by a licensed land surveyor, engineer or architect who is authorized to certify elevation information. The Elevation Certificate is used to ensure compliance with floodplain management ordinances and to determine flood insurance premium rates for the National Flood Insurance Program.

EXHIBIT O: FINANCIAL CAPACITY. To demonstrate that you have adequate financial resources to undertake the proposed subdivision, submit at least one of the following:

- Submit a letter from a financial institution, government agency or other funding source indicating a commitment to provide a specified amount of funds and their specified uses. In cases where there can be no commitment of money until approvals have been received, submit a letter of Intent to Fund from the funding institution indicating the amount of funds and their specified uses.
- Submit the most recent corporate annual report indicating availability of sufficient funds to finance the development, along with explanatory materials to interpret the report.
- If you will personally finance the development, submit copies of bank statements or other similar evidence indicating availability of funds necessary to complete the development., including all proposed improvements, structures and facilities.

EXHIBIT P: LIQUIDATION HARVESTING CERTIFICATION. To demonstrate that you are not proposing to subdivide land that has been liquidation harvested, in compliance with 12 M.R.S.A. §685-B(4-A), submit one of the following:

- Submit evidence that your property meets one or more of the following exemptions to the Maine Forest Service liquidation harvesting rule (MFS Chapter 23: Timber Harvesting Standards to Substantially Eliminate Liquidation Harvesting):
 - Your property contains less than 20 acres of forest land (meaning that either your property is not primarily covered with trees or commercial timber harvesting is precluded on your property by legal requirement).
 - You own less than 100 acres of forest land statewide.
 - You purchased the property before January 2, 2005.
 - You purchased the property after January 2, 2005, and it has been in your ownership for at least 5 years.
- Submit a statement signed by a Licensed Forester describing in detail how your property or project area either:
 - (a) meets one or more liquidation harvesting rule exemptions not listed above (Section 23.5 of the Maine Forest Service rules); or
 - (b) complies with the liquidation harvesting rule harvest standards (Section 23.6 of the Maine Forest Service rules).

EXHIBIT Q: DEED, LEASE OR SALES CONTRACT. Submit complete, signed copies of all deeds or leases that demonstrate the applicant's right, title or interest in all of the land addressed in this application. Or submit a current binding option to purchase all necessary interest in the land, or a similar contractual agreement that establishes terms for future title and provides a description of the property. If you are submitting a contract, you must also submit complete, signed copies of all deeds or leases that demonstrate the current land owner's right, title or interest in all of the land addressed in this application.


 *If you lease your property, read your lease carefully and contact the lessor before submitting this application to LURC. You may need to get written permission from the lessor for your proposal first.*

EXHIBIT R: CORPORATE GOOD STANDING. If the owner of the proposed development is a corporation, submit a certification of good standing from the Maine Secretary of State.

EXHIBIT S: SUBDIVISION LOT DEED OR LEASE COVENANTS. Submit a copy of any restrictions, covenants and conditions that will be imposed upon persons buying, leasing or otherwise using a part of the subdivision. This exhibit must also include all restrictions imposed pursuant to a conservation easement or conveyance to a lot owners association of common lots or areas to remain undeveloped.

EXHIBIT T: LOT OWNERS ASSOCIATION BYLAWS. If you plan to form a lot owners association for the continued maintenance of roads, common areas, central sewage disposal facilities, central water supply, etc., submit a copy of the association bylaws and responsibilities, including date of creation and requirements for membership in the association.

EXHIBIT U: PARKING LANDSCAPING PLAN. If your proposed subdivision has a parking area that is more than one acre in size, you must submit a landscaping plan that indicates planting locations, type and maintenance. The plan must include provisions that all parking areas will have landscaped strips along the perimeter, as well as landscaped islands within the parking area. The plan also must include provisions that expanses of parking areas will be broken up with landscaped islands that include shaded trees and shrubs. Contact the LURC office that serves your area for additional details about the requirements for a landscaping plan.

EXHIBIT V: TRAFFIC IMPACT STUDY. If your proposed subdivision has the potential to generate significant amounts of traffic or if safety or capacity concerns exist in the area, you may be required to conduct a traffic impact study of roadways and intersections in the vicinity of your project site. If such information is needed, LURC will contact you during the review of your proposal.

EXHIBIT W: ARCHAEOLOGICAL SURVEY. If any portion of your project site includes an archaeologically sensitive area or a structure listed in the National Register of Historic Places, or is considered by the Maine Historic Preservation Commission or other pertinent authority as likely to contain a significant archaeological site or structure, you must conduct archaeological surveys or submit information on the structure. If such information is needed, LURC will contact you during the review of your proposal.

SUPPLEMENT S-3: REQUIREMENTS FOR WETLAND ALTERATIONS. If you answered yes to either of the wetland questions (see Question 11 of this application), you must submit this supplement with your LURC permit application. You may be required to hire a qualified professional to determine whether and what types of wetlands exist within your project area. Contact the LURC office that serves your area for additional information and to obtain a copy of this supplement.

THIS APPLICATION IS NOT A PERMIT!

**NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT SIGNED BY LURC.
LURC MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.**